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PRINTING AND PHOTOGRAPHY GROUP  
WEEKLY REPORT FOR PERIOD OF  
14 June 1988 - 20 June 1988

EO-1. Pls tell Walt,  
I would like a final  
report on this situation  
at 0945, 29 June +  
names only of  
contact to all of  
it in  
again next  
program

I. Status of Tasks Assigned by Senior Management:

None.

II. Items or Events of Major Interest that have Occurred  
During the Preceding Week:

A. On Monday, 20 June, a representative from the Office of Medical Services (OMS) met with Office of Logistics, Printing and Photography Group (OL/P&PG) management to discuss health and safety concerns in the main printing plant. The most serious concerns involve chemical odors and ventilation in the building, smoking in unauthorized areas, and noise levels in the press and bindery areas. In conjunction with the stated concerns of OMS, all employees in P&PG's press and bindery branches are being scheduled for audiograms and all other issues raised are being addressed internally.

B. On Thursday, 16 June, a representative from the Office of Logistics, Printing and Photography Group (OL/P&PG) met with representatives of two other Divisions of the Office of Logistics, Supply Division, Supply Management Branch (OL/SD/SMB) and Facility Management Division, Building Services Branch (OL/FMD/BSB) to discuss and coordinate the acquisition of copier supplies. The Copier Management Program (CMP) provided a detailed supply list to both FMD and SMB so that appropriate supplies could be ordered for all CMP funded black and white copiers. Also, CMP is arranging to have a representative from each vendor's supply department determine the toner yields so that the initial orders will be accurate.

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F. The Office of Logistics, Printing and Photography Group, (OL/P&PG) received a priority request on 8 June from the Office of the Director of Central Intelligence, Public Affairs Office (DCI/PAO) to insert Judge Webster's photograph in place of former DCI Casey's in the MPTV Center produced videotape entitled CIA and Its People. The videotape, generated from original 16mm film, was completed on 16 June (one day early) and will be down in the OIR theatre on 20 June to senior Agency officials. [REDACTED]

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G. This week the Office of Logistics, Printing and Photography Group (OL/P&PG) assigned the thirteenth compositor to [REDACTED] facility. This fulfills P&PG's obligation to support the Foreign Broadcast Information Service (FBIS) production efforts, per agreement, at the [REDACTED] facility. As P&PG personnel complete their assignment to [REDACTED] other compositors will be rotated to the [REDACTED] facility to keep P&PG's support strength at thirteen people. [REDACTED]

III. Upcoming Events:

Members of the Office of Logistics, Printing and Photography Group (OL/P&PG) will meet on 21 June with the Agency Forms Manager for a briefing on Electronic form usage in the Agency and how it will affect the way forms are currently produced. [REDACTED]

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IV. Management Activities and Concerns:

Meetings are scheduled for 22-23 June between representatives of the Office of Logistics, Printing and Photography Group (OL/P&PG) and the [REDACTED] Office to discuss P&PG requirements in the [REDACTED] Contractors for the new building will be given a tour of P&PG to acquaint them with equipment to be used in the new building and a follow-up meeting is scheduled the next day to discuss construction requirements. [REDACTED]

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